



**Bureau of International Narcotics and Law Enforcement Affairs (INL)**  
**Embassy of the United States of America**  
**Guatemala City, Guatemala**

**STATEMENT OF WORK (SOW)**  
**RFQ 19GT5022K0810**

1. Project Title: LAPTOPS
2. Contractor Selection  
Criteria: Lowest Price Technically acceptable
3. Delivery Date: 30 days after the award is received.
4. Delivery Place: Zona 10, Guatemala City
5. Description: The Embassy of the United States of America in Guatemala and the International Narcotics & Law Enforcement Affairs Section (INL) is seeking to procure the following **LAPTOPS** as per below specifications and amounts.

Item No.	DESCRIPCIÓN	Quantity in units
1	<b>Desktop</b> <ul style="list-style-type: none"><li>- Intel i7 Processor 10th Generation, with Intel Turbo Boost Technology Frequency 4.0 Ghz</li><li>- Installed RAM 16 GB</li><li>- RAM upgrade to 32GB</li><li>- Communications: 10/100/1000 pci full duplex Ethernet network card. Auto negotiation</li><li>- 6 USB ports of v.2.0</li><li>- Keyboard in Spanish</li><li>- Pointer Optical Mouse 2 buttons with scroll wheel</li><li>- Multimedia DVD burner 8x</li><li>- Windows 10 professional operating system or latest Spanish version</li><li>- Color monitor, visible area measured in diagonal 23.8", flat screen FULL HD technology with 1920 x 1080 resolution ; monitor of the same brand of the offered CPU manufacturer; with speakers, camera and microphone integrated to the monitor.</li><li>- Built-in 5 Megapixel camera with 1920x1080 resolution (FULL HD)</li></ul>	12

Item No.	DESCRIPCIÓN	Quantity in units
	<ul style="list-style-type: none"> <li>- Integrated speakers with 2 x 2 Watts output</li> <li>- 256 GB M.2 Solid State Drive (SSD), and a minimum of 1TB SATA disk.</li> <li>- Physical dimensions of the central processing unit (CPU), Small Form Factor type, or equivalent.</li> <li>- There must be a service center of the offered brand in the country.</li> <li>- Warranty certification must be included</li> <li>- On-site warranty of at least 3 (three) years.</li> </ul>	

**6. General requirements:**

- This request for quotation does not commit the Government to pay any costs incurred in the preparation of the submission of proposals.

**7. Warranty:**

- Awarded vendor must warrant that the products describe herein should be free and clear of any defects in workmanship. Refurbished items are not accepted.
- Material will be inspected at receiving and any defective item will not be accepted.
- Vendor must replace any defective item with an equivalent one without any additional cost.
- Warranty for all items shall have at least three years or more. The vendor needs to specify warranty terms of each item within the quote.

**8. Government furnished materials:** The Embassy of the United States of America and INL will not provide any material, equipment or labor for the competition and award of this project.

**9. Point of Contact for technical questions:** interested vendor should submit any questions concerning this solicitation no later than June 13<sup>th</sup>, 2022 to Brenda Barrientos – Procurement Agent, [barrientosbl@state.gov](mailto:barrientosbl@state.gov) telephone (502) 3128-9946.

## 10. Terms and Conditions

- Prices shall include all costs related to the items: transportation, credit card surcharge, and any other related charges.
- The Government will pay the vendor the fixed price for standard good/services that have been satisfactorily delivered.
- All prices shall be provided in the currency that the vendor is capable to provide an invoice, either US Dollars or Quetzales.
- Quotation should state that credit card payment is accepted and should include surcharge in the prices, if applicable.
- IVA should be priced as a separate line item in the proposal (Net price+ VAT = Full price).
- Quotation should state that credit card payment is accepted
- Payment will be made with credit card after items have been received.
- Advance payments are not authorized.
- Government is exempted from taxes. Once invoiced, awarded vendor will be provided with a tax exemption form as VAT payment.
- Quotes sent late or by other means not indicated on this request will not be considered for this solicitation process.
- Submit quotes under the name of: Sección de Asuntos Narcóticos de la Embajada de los Estados Unidos de América.

## 11. Solicitation Provisions:

Each offer must consist of the following information and documents:

- Vendors must examine all accompanying specifications and information included in this request to make sure that all requirement is understood. In case where, in his opinion, there are omissions and/or error in any of these documents, it must immediately be informed before the closing date of the proposal's submission.
- Prices should be shown as follows within the quotation:

Item	Description	Quantity	Unit Price	Total
12	Desktops	12		
Credit card surcharge if applies				
Total with IVA				

- A completed solicitation, in which the SF18 cover page, has been filled out.
- Proposals shall include technical specifications of items with pictures or technical drawings of the proposed furniture in compliance with this RFQ.
- Include in your proposal your warranty information and delivery time in accordance with this request.
- Delivery time: The vendor should be able to assure completion of the required services and supplies and provide the goods/services 30 days after the award is received.
- Effective August 2020 all vendors shall carefully read and understand attached document with recent regulations regarding telecommunications equipment according to Section 889 of the National Defense Authorization ACT – **NDAA**. Such document may be filled out on the blank spaces, signed by authorized person in the company and returned along with the quote.
- Warranty specifications. Contractor must be able to confirm in writing within the proposal the warranty for the goods/services purchased, , and perform warranty within a week after the US Government has submitted damage report.
- **Proposals shall be submitted to [guatemalainlbids@state.gov](mailto:guatemalainlbids@state.gov) , no later than June 17<sup>th</sup>, 2022, before 12:00 hours.**

## 12. Billing information:

Sección de Asuntos Narcóticos de la Embajada de los Estados Unidos de América

### 13. Evaluation Criteria:

- A Technical Evaluation Panel will evaluate the proposals to ensure vendor complies with requirements. Proposals should be submitted initially on the most favorable terms, which the vendor can make to the US Government.
- Each proposal received will be carefully considered and all information submitted will be kept in strict confidence within legal constraints. This request for proposals does not commit the Government to pay any costs incurred in the preparation of the submission of proposals.
- The US Government reserves the right to reject any or all proposals or to make awards without conducting discussions.
- Award will be made to the vendor whose proposal is technically acceptable at the lowest price, meeting requirements and delivery time frame requested.
- An acceptable offer should include all documents required within the Solicitation Provision point.
- Compliance with the Section 889 of the National Defense Authorization Act (NDAA)

### 14. Shipping Terms

- Any U.S. overseas vendors wishing to participate shall consider a **DOOR TO DOOR delivery to Guatemala City Destination.** The U.S. Embassy in Guatemala will **NOT** provide support in the customs clearance process, just a duty-free-exemption.
- Vendor is responsible for importation charges and delivery to final destination as requested.
- Consider that duty free exemption paperwork might take 1-2 weeks.

**CLAUSES FOR PURCHASE CARD TRANSACTIONS  
ABOVE \$10,000 BUT NOT EXCEEDING \$25,000 ISSUED BY OVERSEAS CARDHOLDERS  
(Current through FAC 2005-52)**

**FAR 52.252-2 Clauses Incorporated By Reference (FEB 1998)**

This order incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the cardholder will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://acquisition.gov/far/index.html>

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov>

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1) CLAUSES**

NUMBER	TITLE	DATE
52.212-4	Contract Terms and Conditions – Commercial Items	JUN 2010
52.227-19	Commercial Computer Software License (if order is for software)	DEC 2007

The following clause is provided in full text:

**52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items (MAY 2011)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (U.S.C. 7104(g))

\_\_\_\_\_ Alternate I (AUG 2007) of 52.222-50 (U.S.C. 7104(g))

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

*[Applicability is as indicated in the chart below.]*

NUMBER	TITLE, DATE AND STATUTORY CITATION	APPLICABILITY
(1) – (24)	[Reserved].	
(25) 52.222-19	Child Labor – Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).	Applies if order is for supplies.
(26)	[Reserved].	
(27)(i) 52.222-50	Combating Trafficking in Persons (FEB 2009).	Applies to all orders.
(28) – (39)	[Reserved].	
(40) 52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008) (E.Os, proclamations, and statutes administered by the Office of Foreign	Applies to all orders.

	Assets Control of the Department of the Treasury).	
(41) – (46)	[Reserved].	
(47) 52.232-36	Payment by Third Party (FEB 2010) (31 U.S.C. 3332).	Applies to all orders.
(48) 52.239-1	Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).	Applies if order is for information technology that requires the security of that information technology.
(49)(i) 52.247-64	Preference for Privately Owned U.S.-Flag Commercial Vehicles (FEB 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).	Applies if order is for supplies that may involve ocean transportation subject to the cargo Preference Act.
(49)(ii)	[Reserved].	

(c) [Reserved].

(d) [Reserved].

(e) [Reserved].

**DEPARTMENT OF STATE ACQUISITION REGULATION (48 CFR Chapter 6) CLAUSES (see parenthetical statements for applicability)**

NUMBER	TITLE	DATE
652.229-70	Excise Tax Exemption Statement for Contractors Within the United States (for supplies to be delivered to an overseas post by a U.S. contractor)	JUL 1988
652.229-71	Personal Property Disposition at Posts Abroad	AUG 1999
652.242-70	Contracting Officer's Representative (if a COR will be named for the order) Fill-in for paragraph b: "The COR is _____"	AUG 1999
652.242-71	Notice of Shipments (for supplies to be delivered to an overseas post by a U.S. vendor)	JUL 1988
652.242-72	Shipping Instructions (for supplies to be delivered to an overseas post by a U.S. vendor)	DEC 1994
652.242-73	Authorization and Performance (for all orders)	AUG 1999

END OF CLAUSE